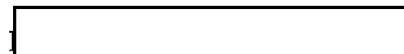


17 June 1983

DD/A Registry
83-1579

MEMORANDUM FOR: Associate Deputy Director for Administration

FROM:



Chief, Logistics Services Division, OL

SUBJECT: Proposed Use of the Main Courtyard for  
Recreational/Picnic Use

1. It is our opinion and that of the Safety Staff, DDA, that the use of the main courtyard at the Headquarters Building would not be an acceptable alternative to the rear of the building for recreational/picnic use. While an alternative location should be found for use during construction of the new Headquarters Building, we feel the negative aspects of this location outweigh the favorable ones.

2. Because of the insufficient number of exits to the courtyard, the distance from the cafeteria to the courtyard and the inadequate width of the access corridor, use of the courtyard should not be permitted. As noted in the attached memorandum, a second exit is required to comply with the Life Safety Code. In addition, the distance of the courtyard from the cafeteria serving areas increases the chance of food or drink being spilled thereby creating other safety hazards. Other considerations are identified on the attached memorandum.

3. On the positive side except for on extremely hot and humid days, the courtyard would be an attractive, pleasant area to eat and relax. There are presently twenty three picnic tables and numerous benches available to be used during the lunch period. Space for approximately 15-20 tables is available in the courtyard and the remaining tables and benches could be relocated in the grassy areas to the north and south of the main entrance or on the north side of the building. Temperatures in the courtyard ranged between 71-78 and were consistent with the temperatures outside the building and there was a nice breeze present.

SUBJECT: Proposed Use of the Main Courtyard for  
Recreation/Picnic Use

4. However, after consideration of the pros and cons, it is our recommendation we not use the courtyard for this purpose. Rather, we suggest all the picnic tables and benches from behind the cafeteria be relocated to the north side of the Headquarters Building.



STAT

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Proposed Use of the Main Courtyard for  
Recreational/Picnic Use

DD/A Registry

83-1579

FROM:

C/LSD/OL  
3 E 14 Hqs

EXTENSION

NO.

OL 10073-83

DATE

17 June 1983

TO: (Officer designation, room number, and  
building)

DATE

RECEIVED

FORWARDED

OFFICER'S  
INITIALSCOMMENTS (Number each comment to show from whom  
to whom. Draw a line across column after each comment.)1. ADDA  
7 D 24 Hqs20 JUN  
1983

1. to 3.

2.

3. Chairman, Fine Arts  
Commission4. IG Staff  
6 E 18 Hqs

5.

6. Rose - File

7.

8.

9.

10.

11.

12.

13.

14.

15.

I asked OS, OL, and the  
Safety Staff to look at use of the  
center courtyard. OS has no  
objection, but LSD and Safety  
Staff recommend against it for  
the reasons cited in the attached.

One additional reason not  
mentioned, but recognized by all,  
is the need to either remove the  
small stones, or give everyone a  
rake to smooth over their  
footprints.

I'd like to suggest that your  
Commission and LSD look at the  
alternative of using the north  
side of the building temporarily.

James H. McDonald  
Associate Deputy Director  
for  
Administration

Att

20 JUN 1983